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ABSTRACT

This report presents consultants' recommendations for the statewide collection and entry in the OCLC database of bibliographic data on New York state newspapers as part of a national United States newspaper cataloging project. The consulting team was asked to focus principally on two activities: first, the newspaper collection of the New York State Library, and then the collections identified in the largest repositories of regional newspapers in three of the Reference and Research Library Resource Systems (3Rs), namely METRO, North Country, and Rochester. Further recommendations presented are concerned with the maintenance of a census of newspaper titles as a project planning tool, the format of catalog entries, authenticating of bibliographic information, hiring and training of project staff, project funding, and the development and implementation of mail and on-site surveys of individual library newspaper holdings. Appendices include a project structure chart; a sample newspaper survey form for collecting data that will be entered on OCLC; a cost projection model for the United States newspaper project developed by the State Historical Society of Wisconsin; and further information on project budget considerations. (ESR)

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ED238442

NEWSPAPERS IN NEW YORK

Recommendations for an initial statewide plan of data collecting and entry prepared for the New York State Library

Stoughton, Wisconsin

James Danky & Associates

November, 1983

IR052521

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TABLE OF CONTENTS

Preface..... Page 1

Introduction and Overview ..... Page 3

Scope and Organization ..... Page 6

Data Entry and Collection ..... Page 14

Appendix A: New York State Newspaper Project Structure Chart

Appendix B: Newspaper Survey Form

Appendix C: State Historical Society of Wisconsin Cost Projections for the U.S. Newspaper Project

Appendix D: Budget Considerations

PREFACE

The information provided by the New York State Library in the request for consulting bids needed to be modified to accommodate the short time-frame available between the initial invitation to apply and the NEH deadline of January 15, 1984. Within the many aspects of working on newspapers in New York, the consultants were asked to focus principally on two activities: data collection and data entry, and to evaluate a plan in terms of centralization versus decentralization. Prior to visiting New York during the week of October 10-14th the consultants were provided with extensive background materials by Paul Mercer, including: Directory of Library Systems in New York State, 1983 ed., Library Service to the People of New York State: A Long Range Program, Paul Mercer's Bibliographies and Lists of New York State Newspapers, Newspapers of New York State: a Statewide Plan for Bibliographic Control and Preservation, and other previously submitted grant proposals to catalog newspapers on a regional and state-wide basis. Based on a thorough analysis of the documents, several hypotheses emerged. Jim Danky served as the consultant on-site. His approach was to interview as many key individuals as possible during the week, exploring the background and present relationship to the existing newspaper project, and then to advance these hypotheses with them. In the course of these discussions, the hypotheses changed, and these changes were incorporated into subsequent discussions. Thus while there are similarities to be found in the description and recommendations offered in this report to the materials covered with each

interviewee, there are also differences between the first discussion with Barbara Rice on Monday and those with Joan Newman and the staff at METRO on Friday.

Between October 15 and 20th, the consulting team completed a draft report which was available in Albany on the 21st. This report was distributed to the New York State Library U.S. Newspapers Project Technical Advisory Committee members prior to their meeting on October 24. A series of tape cassettes of that meeting were made available to the consultants along with letters from Richard Kimball, Director of the North Country 3R, and Paul Mercer. These formed the basis for the revisions presented in this final report. The distinctions between the draft and the final report relate to specific points, rather than to the overall conception of the work plan. This report represents the best opinion of the consultants at this time.

INTRODUCTION AND OVERVIEW

New York State's newspaper project includes all of the elements of the national U.S. Newspapers Project: massive numbers of titles published in a wide variety of formats and languages, vast numbers of potential repositories in both urban and rural settings, and the presence of several large repositories of newspapers that present problems and opportunities distinct from most of the other collections.

Given the limitations on funding available from the National Endowment for the Humanities (NEH), it is essential that realizable objectives and priorities be determined, both in order to evaluate the progress of the State Project and to establish the foundations of a future comprehensive online catalog of the newspapers of New York State. The methodology employed in this report addresses the problem of cataloging redundancy and identifying unnecessary on-site field activity. It will allow the Project to create, in sequential phases, a core of bibliographic records which will be expanded as uncataloged titles are identified. Thus, we recommend a hierarchical approach designed to allow a "trickle down" that minimizes the possibility of duplicative cataloging activity. In addition, the Project should focus on discreet and manageable areas. It is felt that an initial state-wide mail and on-site survey to identify all newspaper titles would consume a disproportionate share of NEH monies specifically designated for bibliographical activity. Moreover, responses to such a survey may be outdated by the time that particular area commences bibliographic

activity.

A plan designed to focus on bibliographical activity first on the newspaper collection of the New York State Library, and then on the collections identified in the largest repositories of regional newspapers in three of the Reference and Research Library Resource Systems (3Rs), would provide practical goals which could be achieved within a three-year grant period, the maximum allowed under NEH guidelines. It is assumed that the 3R Regional Councils are sufficiently familiar with the institutional distribution of newspapers in the region that a host repository can be identified. In making this specific suggestion, the consultants know that it may be difficult to identify the single largest repository in a 3R, but feel confident that the larger such institutions can be identified. The principle, though, is to work from the largest to the smallest. This approach would build on the cataloging work to be completed under the HEA II-C grant which began in 1983.

This proposal follows the models employed by the NEH in establishing pilot projects with national repositories of newspaper collections, and charging them with creating a core of bibliographic records for use by subsequent state projects. The State Historical Society of Wisconsin, for example, has created over 1,000 online records for newspapers published in forty-two states with the expectation that these would, in at least some measure, diminish the amount of original cataloging activity required at each of those forty-two state projects after they begin work. Similarly, the New York State Library will create online newspaper records which would then be used and added to by

the 3R host repositories. In this manner, institutions at the local level could reasonably expect to concentrate most of their attention on adding their holdings symbols to existing bibliographic records and on the creation of local data records, rather than creating significant numbers of new bibliographic entries.

SCOPE AND ORGANIZATION

It has been estimated by NEH that there may be as many as 200,000 to 300,000 newspapers published in the United States since Publick Occurances appeared in 1690. The specific number of U.S. titles will be determined over tne next two decades by the Endowment's U.S. Newspapers Project, but in the interim states need to create their own estimates of the total number of potential titles in their own jurisdiction, to cover newspapers published in their own state and without. Paul Mercer, Project Director of the New York State Library, originally estimated that there might have been 10,000 newspaper titles published in New York State over the last 258 years. Because the Anglo-American Cataloguing Rules, 2nd ed. (AACR II) requires successive entry cataloging, it is now estimated that New York may enter as many as 40,000 to 50,000 records online. The range under discussion is 3.3% to 13.3% or even 16.6% of the estimated 300,000 total national titles. (It could be as much as 25% of the national total, if the 200,000 figure is used.) During the course of the present NEH-funded planning grant to the New York State Library, it will be desirable to continue to refine the estimates of titles in order to facilitate planning. This information should be retrievable by the Reference and Research Library Resource Systems (3R) so that each of these entities can be assisted in formulating proposals to the New York State Library for doing newspaper work in their respective regions.

One method of refining the title census will be to calculate the increase in titles for a region, based on an examination of

bibliographies produced over the last fifty years. For example, taking the number of titles for Ithaca from Winnifred Gregory's American Newspapers, 1821-1936 and comparing it to the number in Sylvia Faibisoff and Wendell Tripp's Bibliography of Newspapers in Fourteen New York State Counties, there is an apparent increase of over 27% from the original 26 titles reported in Gregory. When combined with the information found in earlier NEH and HEA II-C grant documents, this methodology will create the best estimate prior to beginning the actual data collecting and data entry portions of the U.S. Newspapers Project in New York State. It will be important for the New York State Library to maintain a revised census of New York State papers for the life of the project as an on-going planning tool for both the bibliographic and microfilming work. The large scale of the New York State Newspapers Project will necessitate a series of grant applications to NEH and other sources, and the census, if maintained, will be a convenient tool. It will also not be too time-consuming to construct initially or to maintain over time. The emphasis on counting by title is crucial because available cost-projection models are based on this unit. Further cost estimates or field survey, and to some extent of microfilming, will follow the same pattern.

It is proposed that the 3 Reference and Research Library Resource Systems selected be METRO, North Country, and Rochester. In making these selections, we do not slight the activities in the other 3Rs, but believe that this mix allows for significantly different problems to be encountered early in the State Project, and thus, solutions developed can be applied to the other six

regions by contrasting urban and rural areas, centralized as opposed to decentralized serials work, and older versus beginning union listing activities, the New York State Library will gain valuable knowledge that will improve both the latter phases of the first three-year period, and all subsequent periods.

In the Metro 3R, the holdings institution identified as the largest repository of regional newspapers would begin cataloging its own collection with the advantage of having approximately 1,200 existing online records of New York City newspapers created by the New-York Historical Society, and the possibility of a second national repository grant to the New York Public Library. Further, METRO's boundaries contain the greatest concentration of newspapers published in New York State as well as the largest number of potential repositories. Given these complexities, it is crucial to start in METRO if a comprehensive state-wide project is ever to be realized.

The North Country 3R is a suitable candidate for initial activity because it is not anticipated that an unamanageably large number or titles and holdings files will be encountered in the region. Therefore a thorough bibliographic project and survey could be completed during the three-year grant period, allowing the New York State Library, the option of testing regional offline products. The North Country 3R is also a region that operates in a decentralized manner for bibliographic input, and one that has an initial list of titles included in its guide to historical materials.

Rochester represents a mid-sized 3R which is perhaps the most geographically compact of the systems, thereby facilitating

a regional survey to identify those titles not cataloged by the major newspaper repository. The Rochester 3R is also highly centralized for bibliographic work, having already in place a strong and active union listing group.

Since the METRO 3R already has a substantial body of existing online records to work with, and since it is not expected that the survey of collections at the New York State Library will yield a large number of titles not cataloged by the New-York Historical Society, it is recommended that the State Library begin entering records for its holdings of newspapers published in the North Country and the Rochester 3Rs under its HEA II-C grant. By the time the regional repositories have received the necessary funds to hire personnel and provide for equipment, as early as October 1984, the New York State Library will already have produced a substantial number of online newspaper records, thereby allowing the repositories to concentrate their cataloging activity only on titles not held in the State Library. This is consistent with our recommendation for a hierarchical model.

It has been the experience at the State Historical Society of Wisconsin, as well as at other national repositories, that many of the problems frequently encountered in the course of cataloging standard serial publications are ones which are of no concern in the bibliographic description of newspapers. Catalogers, for example, are not required to make decisions regarding the choice and form of main entry, since all newspapers are entered under title. Likewise, most of the perplexities associated with those serial publications issued in series or

subseries are virtually irrelevant in dealing with newspapers. Catalogers familiar with the wide variety of kinds of serial records in the Online Computer Library Center (OCLC) data base will note immediately a contrasting high degree of similarity existing among the newspaper records input by the national repositories during the pilot phase of the U.S. Newspapers Project. A comparison of the records produced online by the State Historical Society of Wisconsin, the American Antiquarian Society, and the Kansas State Historical Society makes this evident (these records are retrievable from the data base by using Library of Congress card number blocks sn83-025000, sn83-020000, and sn83-040000, respectively).

The most significant factor in simplifying newspaper cataloging, however, is the U.S. Newspaper Project convention of using encoding level "7," which frees the cataloger from the potentially onerous task of performing full authority work for any personal or corporate entries associated with the record being constructed. To quote from the OCLC Serials Format (SL FF:13), "The salient feature of records with Encoding Level '7' is that full LC authority work has not been performed, i.e., new headings have not been formally established. A heading in a level '7' record is in established form, if its established form exists in the LC Name-Authority File. If no established form exists in the Name-Authority File, a heading is created in accordance with AACR II and is modeled on established headings of a like nature."

The only areas of the bibliographic record which are potentially troublesome are in deciding when and how to create a

uniform title heading (MARC 130), and in constructing accurate linking fields to earlier or later titles, other editions, and other related newspaper publications (MARC 760-787). Application of the instructions in the U.S. Newspaper Project Cataloging Manual will address the first problem, however, and attention to the details of a newspaper's publishing history should ensure that access to related titles is available. This and other bibliographic questions will be addressed by the Library of Congress-sponsored U.S. Newspapers Project Technical Coordinating Committee, a body in which the New York State Library will be represented.

Given these features, a training period lasting as short as a week could reasonably provide a qualified librarian sufficient familiarity with the special guidlines for newspapers incorporated in the U.S. Newspapers Cataloging Manual. By "cataloging" is meant searching the OCLC data base, transcribing the bibliographic data, full field tagging, and inputting. It should here be noted that most of the bibliographic work is expected to consist of creating original catalog records and in adding holdings symbols to existing OCLC newspaper records. Holdings symbols should be added only to CONSER-authenticated records of newspapers in their originally published formats.

The practice of making surrogates and sending them to the revising agency is strongly discouraged as unduly cumbersome. The size of most newspapers in their original format makes it awkward to produce surrogates, and information regarding the title proper, title variations, and imprint information must be taken from many different sources of the publication. Finally,

the relatively simple nature of newspaper cataloging means that surrogates will not be highly effective in assisting the reviser in evaluating the quality of the bibliographic record. The Library of Congress CONSER Office recognized the disadvantages of requiring surrogates from the national repositories participating in the pilot project, and considers each institution self-authenticating. Likewise, each host repository will be self-authenticating. Since no surrogates would be available to the State Library's staff to evaluate the quality of records, it would be inappropriate use of a professional reviser only to proofread and check field tagging. It is expected that monitoring for quality control will be the responsibility of the librarians supervising work at the host repositories.

It is suggested that all four of the cataloging sites (the host repositories in the METRO, Rochester, and North Country 3Rs, and the New York State Library) utilize the same OCLC symbol authorized for cataloging in the CONSER mode, and serials control system for the AGENT mode. The AGENT mode in serials control will enable the cataloging sites to create Local Data Records (LDRs) for each institution reporting holdings subsequent to the regional mail survey. Initially, the AGENT mode authorization need only be profiled so that the New York State Newspaper Project also includes the symbols for the host repositories located in METRO, North Country, and Rochester. After the mail surveys have identified the remaining holdings institutions, the SUNY network office may be requested to add the holdings symbols of the OCLC-affiliated respondents to the AGENT profile, and to provide "dummy" holdings symbols for those repositories which are

not OCLC members. The Project management will have to determine whether duplicative holdings statements for more than a single institution within the same city or village will require the creation of a local data record. Redundant holdings statements may result in an unmanageably large number of institutional holdings symbol within a close geographical area. However, it is the consultants' understanding that an expansion of the present limit of 500 holdings symbols per union listing group is now under review by OCLC and the network directors.

DATA ENTRY AND COLLECTION

Once the institution with the most comprehensive collection and OCLC affiliation in a 3R has been selected to host the project, staff from that area can be recruited. Working through the 3Rs will facilitate writing appropriate job descriptions and smooth the recruiting process. If it is felt that restricting recruitment to the New York State civil service pool will adversely affect the selection of qualified personnel, it is recommended that staff be hired independently through the 3Rs. It is expected that the 3R will share administrative responsibilities associated with the project with the host repository where the staff would be located.

We recommend that, during the first three years of the Project, the staff consist of nine individuals: one librarian, one paraprofessional, and a clerical assistant located at the selected Rochester host repository one librarian and a clerical assistant for the North Country host repository and one librarian and two paraprofessionals and a clerical assistant for the selected Metro host repository. We further recommend that the librarians and paraprofessionals be brought to a training session in Albany to receive instruction on the survey techniques, cataloging and Local Data Record (LDR) procedures, and minimum data elements for the record. These can later be extracted for a bibliographic entry consistent with that described on page 17 of Paul Mercer's Newspapers of New York State: "Entries in the completed bibliography will contain as many of the following elements as possible: newspaper title; frequency of issue; place

of publication; changes of title; editors' and publishers' names; political affiliation; special subject and/or language grouping; address of publication; format (i.e., physical dimensions); subscription price and circulation; locations and holdings." Albany is the best training site because of its HEA II-C experience, sizeable collection of reference works, and the training facilities at SUNY-OCLC. Each group should receive a copy of the U.S.Newspaper Project Cataloging Manual, the OCLC Serials Format, and the Serials Control User Manual.

Once trained, they can return to their institutions to begin work. Using a list of titles held in the host repository (in some cases this will have to be constructed by the paraprofessionals and clerical staff), staff will search the OCLC data base for bibliographic records. Since Albany should already have its titles for those regions online, it is assumed that some titles will require only the creation of LDRs. Ideally, the State Library should have its LDRs online along with the bibliographic record, making it easy to check whether the regional institution may have a longer or more complete run, and thus may be able to add more to the bibliographic record. In those cases where the regional library will make no changes to the bibliographic record, the LDR can be created using the agent authorization number. This automatically adds the library's holding symbol to the bibliographic record. The level of detail in reporting holdings should conform to standards agreed upon by the United States Newspaper Project Technical Coordinating Committee, and should be adhered to statewide. To save time, the cataloger need only complete the cataloging work sheets using a

personal form of short-hand, rather than filling out a scrupulously detailed worksheet to be duplicated at the OCLC terminal by a data entry machine operator. (For example: US-NY-NY-NY rather than 752 [five spaces] United States $b New York $c New York $d New York.) Project personnel at all of the pilot project national repositories have discovered that a high degree of labor division is impractical, at least in terms of the cataloging activity. It is, however, recommended that creating and input of local data records, and any accompanying or preliminary inventory activity could be executed at the clerical level.

In cases where host repository can add information to the bibliographic record, the record should be modified with the CONSER authorization and replaced. The LDR can then be created, again using the agent authorization. For titles that are not found in the OCLC data base, an original bibliographic record will be created using the CONSER authorization, updated, and an LDR created.

It is recommended that the HEA II-C cataloging staff assist the 3R personnel in providing any necessary reference citations found in those bibliographic resources unavailable in the host repositories. Since the SAVE file record is the only available substitute for electronic mail, a SAVE file record should be maintained for each of the host repositories (i.e., one in the North Country 3R, one in the METRO 3R, and one in the Rochester 3R) for this purpose. If used more frequently than once a week, the file can be re-saved, and will always be assigned the same SAVE number by the system. The record can then be used by the

regional institution to file messages about problems with bibliographic records or LDRs. The serials workform can be saved, even when it contains no information. When it is called back from the SAVE file, the cataloger can input his or her problems using 500 fields, which are free text fields, and are repeatable. The record can then be put in the SAVE file. The State Library staff can then pull the record out of the SAVE file, and find a note such as: "On record sn83-000000, please check the beginning date in Brigham." The staff can then make the necessary corrections and replace the sn83-000000 record. A note that the correction or change has been taken care of can be entered in the 500 field of the record to be returned to the SAVE file, and the staff at the regional library can check to see that the follow-up has been done. This is why it is essential that all participating repositories use the same OCLC symbol, so that all have access to the same SAVE file. The advantage of using the SAVE file is that it can be checked at the convenience of the project staff, it will reduce telephone expenses, and will reduce the amount or paper record keeping, and mail delay.

We highly recommend that the on-site survey work in each 3R not begin until the host repository in that area has finished cataloging its collection. It is anticipated that this will eliminate much of the field work. Many institutions with small collections may have only titles which have already been added online by the host repository or the State Library. If the host repository is given information about the holdings of the library in a detailed enough manner, some institutions may not require on-site visits. It should be noted, however, that this

depends on the cooperation of other repositories in a region, and may sometimes be impossible because of the size of a collection or staffing shortages.

However, the mail survey can begin in a region once the host repository has been selected and the staff is in place. Then it can commence simultaneously with the cataloging activity. It is likely that by the time the cataloging activity has been completed, the responses from the mail survey will have been received, or second contact made with non-respondents. The clerical staff should be able to assist in keeping a tally of the responses, identifying those repositories which have not answered the survey, or which have to be recontacted for more precise information. It is the experience of the consultants that through repeated mailings and accurate record keeping, a 75% return is realizable. The use of the telephone can increase the percentage further, and increase the quality of some responses.

The answers to the mail survey can be compared with CONSER records in the OCLC data base to determine whether a repository has any titles not already online. If the mail survey form includes all the information necessary for the creation of an LDR, the information from that form can be entered by the host repository to CONSER records already online. Thus, on-site visits will only be necessary to those institutions with titles not online, or those which have large enough collections to require assistance in surveying.

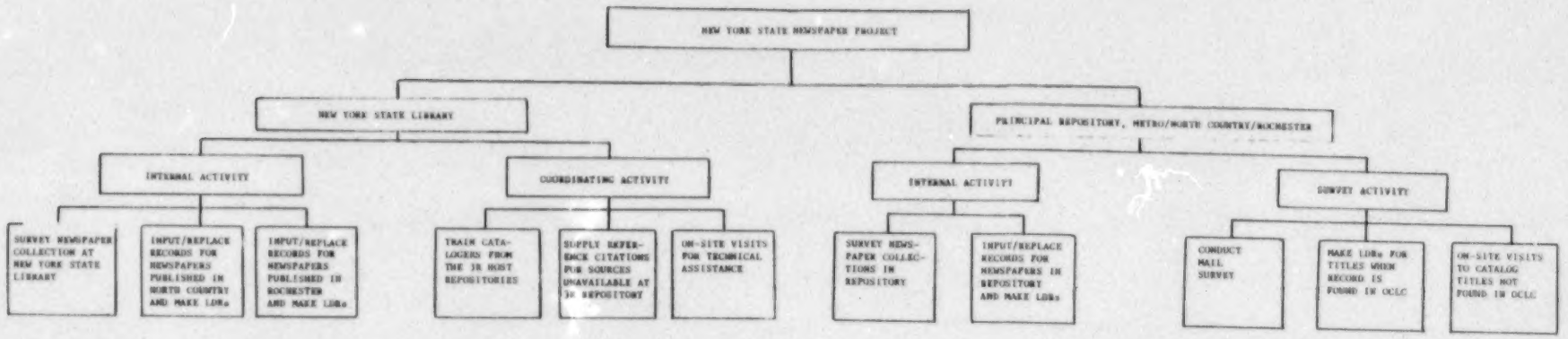
When ready to begin on-site surveys (we expect this to be the case only in the North Country 3R in the first three-year grant period), the mail responses should be sorted geographically

so that repositories from a list of 3R members and those from a list of newspaper publishers are brought together, thus creating a comprehensive directory by area. Again, the repository with the largest number of uncataloged titles should be approached first. The cataloger should gather all the information necessary for the bibliographic record as well as for the LDR at this time. The collations for online titles should be reviewed and/or created at this time. If the on-site visit occurs in a repository that is an OCLC member, it is possible that the record may be entered online before leaving the repository, a protocol that will vary through the 3Rs, but one that should be highly encouraged. At this juncture the use of the SAVE file may be crucial to convey messages to the State Library, because smaller repositories are less likely to possess many of the standard newspaper reference works contained in larger collections.

It should be cautioned, when the on-site visit takes place at a non-OCLC member repository, that the cataloger be detailed enough in filling out and tagging the bibliographic work sheet and in recording the collation that the forms may be forwarded to the base institution for input by the clerical assistant.

When in the field, it is also important that the cataloger contact each local repository in his or her directory, even if no on-site inspection of newspaper files is necessary, to inquire whether any other collectors are known in the area. The private collector may only be known by other individuals in the area.

APPENDIX A


NEW YORK STATE NEWSPAPER PROJECT
NEW YORK STATE LIBRARY
PRINCIPAL REPOSITORY, METRO/NORTH COUNTRY/ROCHESTER
INTERNAL ACTIVITY
COORDINATING ACTIVITY
INTERNAL ACTIVITY
SURVEY ACTIVITY
SURVEY NEWSPAPER COLLECTION AT NEW YORK STATE LIBRARY
INPUT/REPLACE RECORDS FOR NEWSPAPERS PUBLISHED IN NORTH COUNTRY AND MAKE LDRs
INPUT/REPLACE RECORDS FOR NEWSPAPERS PUBLISHED IN ROCHESTER AND MAKE LDRs
TRAIN CATALOGERS FROM THE 3R HOST REPOSITORIES
SUPPLY REFERENCE CITATIONS FOR SOURCES UNAVAILABLE AT 3R REPOSITORY
ON-SITE VISITS FOR TECHNICAL ASSISTANCE
SURVEY NEWSPAPER COLLECTIONS IN REPOSITORY
INPUT/REPLACE RECORDS FOR NEWSPAPERS IN REPOSITORY AND MAKE LDRs
CONDUCT MAIL SURVEY
MAKE LDRs FOR TITLES WHEN RECORD IS FOUND IN OCLC
ON-SITE VISITS TO CATALOG TITLES NOT FOUND IN OCLC

New York State Newspaper Project Structure Chart

APPENDIX B

NEWSPAPER SURVEY FORM

Transcribe each title exactly as to wording, order and spelling from the masthead (usually located at the top of the front page). Any later variations from this title should be recorded separately. Place of publication should be taken from the earliest issue held.

[HERE INSERT INSTRUCTIONS REGARDING LEVEL OF DETAIL FOR REPORTING HOLDINGS]

Title from masthead: ____

Place of publication: ______________________________________

Frequency: ____

Condition of original (check one):

Files in reasonably good condition; may be handled without incurring damage ____________________________

Files in fragile condition; should be filmed before further handling: ___________________________________

HOLDINGS INFORMATION

Original	Microformat
	Please indicate: microfilm (positive or negative), microfiche or microprint, and the micropublisher.

(PLEASE USE OTHER SIDE IF NECESSARY)

APPENDIX C

COST PROJECTIONS FOR THE U.S. NEWSPAPER PROJECT,
A Model Developed by the State Historical Society of Wisconsin

The following is an extrapolation based on one month's experience at the State Historical Society of Wisconsin. It is based on the assumption that a Librarian III and a Librarian II will each catalog about 100 titles, thus totaling 200 titles. One time only costs are divided by the 24 month period for which the Society has been funded.

$ 3700.00	One OCLC Terminal
500.00	Site preparation for terminal
636.00	System service fee for 24 months
2040.00	Telecommunications for 24 months
972.00	Terminal Maintenance for 24 months
960.00	Modum charges for 24 months
50.00	Profile charges-network
127.50	Profile charges-OCLC
240.00	Administration charge-network for 24 months
240.00	Administration charge-Council on Wisconsin Libraries for 24 months
$ 9465.50	
	Divided by 24 months equals $394.40 cost per month.
$ 394.40	Cost from above
3016.00	Salary for Librarian II and Librarian III per month
754.00	25% fringe on salaries per month
844.00	28% administrative overhead on above salaries
90.00	Creation of 200 LDRs @ 45¢ each
$ 5098.40	
	Divided by 200 titles equals $25.50 cost per title

The above figures do not include the costs of

Overhead: such as heat, lights, telephone, postage, office furniture and space, other office supplies such as paper, pens, workforms, etc.
Network start-up fees and training on OCLC which can vary depending on the location of the training--at your library or at the Network
Workshops on using OCLC subsystems may have a charge per individual or per institution
Printer compatible with OCLC terminals, a maintenance contract, paper, etc.
Union Listing LDR storage fee assessed annually
Microfilm readers
Reference works
Travel
Offline products

It should be noted that some costs can vary widely such as the Network start-up fee which can range from $600-2000 depending upon the Network involved and the location of the actual training. Salaries can also account for a large difference in projected cost, depending on the hourly amount and the percentage of fringe benefits, if any. Workshops dealing with the use of specific OCLC subsystems may cost anywhere from $25. per person to $400 per institution. Network administrative fees as well as OCLC telecommunications charges can also vary considerably.

(4-11-83)

APPENDIX D

BUDGET CONSIDERATIONS

The biggest expenditure for the Project will be personnel costs. The State Library will have to set a rate (perhaps commensurate with civil service standards) for the professional, paraprofessional, and clerical staff. The appropriate fringe benefits will have to be computed on those salaries, again using standard rates. It is assumed that the State Library already has negotiated a rate for indirect costs, and this is figured on Project personnel salaries only.

It is also assumed that the sites in the 3Rs will be selected prior to assembling the budget. It will have to be determined how much, if any, terminal time is available at each host repository. If sufficient time for project personnel is available, it can be used as part of the in-kind contribution. The site should be able to offer an estimate of their OCLC costs so that the costs of the percentage of time allotted to Project personnel can be determined. If another OCLC terminal is acquired at any of the sites, it will have to be determined whether the IBM model or the Beehive model work station will be purchased, as there is a substantial price difference. The SUNY OCLC network representative should be able to provide monthly costs associated with an additional terminal. Telecommunications costs for each terminal are expected to rise dramatically with the divestiture of AT&T in January, 1984, and again, the network should be able to determine a likely price increase for those charges. It is recommended that whenever possible, a new terminal be tied to existing modems and printers to cut costs.

These can also form a part of the in-kind contribution.

If the sites have been selected before the budget has been drawn up, travel expenses for the training session in Albany can be determined. It will depend on the number of days of the session, the means of conveyence to Albany, and per diem costs. It is assumed that there are some existing per diem rates for state personnel that can be used as guidelines.

In North Country, the only 3R expected to get to the point of doing site visits, the 3R council can help estimate the number of probable sites that would require visiting, how many will require only a day, and how many will require overnight stays. Again, standard state per diem allowances can be used to determine costs, along with standard mileage reimbursements.

An estimate of the number of repositories in each of the 3Rs will hell determine the costs of a mail survey. It should be presumed that at least half of the repositories may require a follow-up mailing or telephone call. Paper, postage, and telephone costs should be estimated on this basis.

If it can be determined during the course of the initial three-year grant period that the budget is inappropriate, a revised budget can be submitted to NEH for further consideration.

The New York State Newspaper Project will need to make use of its Project Committee for fund raising. In the opinion of the consultants, no significant funds can be raised for bibliographic work, and it is probably counter-productive to try. We believe this to be true because the major interest in the U.S. Newspapers Project is, to quote Jeffrey Field, "To preserve the newspapers." Local and individual fund raising efforts should be

aimed at the microfilming portion of the New York State Project, and not at aiding the bibliographic work.

An additional reason to take this approach was gained through an interview with Paul Scudarie, who coordinates the activities or local historical groups and individuals for the New York State Library. At present, the local historical groups are not well organized, though great efforts are being made to remedy this. While select individuals can and will aid in the identification of files of newspapers to be cataloged and later microfilmed, their assistance may not always be relied upon. The New York State Newspaper Project will want to take these historical groups and individuals informed of their work, but cannot realistically build them in at present.